

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
In-District Travel Reimbursement Request**

\*\*Reimbursement for in-district travel will be processed at net-30\*\*

*I certify that the below expenses are true and correct and incurred by me in order to perform my official duties in accordance with the travel reimbursement regulations established by Seguin ISD.*

- Complete each field below
- The purpose line should justify the travel request
- Only one destination per line (i.e., Central Office to Koennecke)
- Destinations not on the In-District Travel Mileage Chart require a Google Map printout
- Only destinations within Seguin ISD/Seguin should be on this form. Destinations outside Seguin ISD/Seguin should utilize the Out of District Travel Form.
- **Requests are due to Business Services by the 5<sup>th</sup> of each month.**

\_\_\_\_\_  
Employee Requesting Reimbursement

\_\_\_\_\_  
Employee's Munis Vendor Number

\_\_\_\_\_  
Signature of Employee (Date)

\_\_\_\_\_  
Approval of Supervisor (Date)

\_\_\_\_\_  
Budget Account Code

\_\_\_\_\_  
Approval of Budget Specialist (Date)

Reimbursement amount: Total mileage: \_\_\_\_\_ miles @ \$0.70 per mile = \$ \_\_\_\_\_

Business Purpose of Travel \_\_\_\_\_

DATE	ROUTE TRAVELED FROM / TO	MILES

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Entries verified by \_\_\_\_\_

